



Real Property Agent

Department: Utilities

Class Code: 6312

EEO Code: 22

FLSA: N

Effective: 01/08/1992

GENERAL STATEMENT OF DUTIES:

Under general supervision; performs work of moderate difficulty in acquiring easements and the rights of way for road and utility improvements and property for public service oriented facilities; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

Negotiates with property owners to acquire real property or property rights for utility lines and other public projects; acquires sewer, water, drainage and slope, access, and ingress/egress easements; negotiates with landowners for restoration of property; reviews construction plans; prepares estimates of value for property acquisitions; works with consultants to determine landscaping and tree values; writes Board agenda items; compiles information and assists County Attorney on cases of eminent domain; testifies in court in condemnation cases; prepares deeds, contracts, ordinances and option agreements for approval; prepares monthly status reports; may examine public records to determine ownership and property rights; and performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Good knowledge of deeds, contracts and easement agreements; of construction and surveying principles; of real estate law and eminent domain statutes; of negotiating techniques.

Working skill in drafting contracts, ordinances and easement agreements; in communicating and negotiating effectively with individuals; in maintaining good public relations; in reading and explaining construction plans, option agreements, easements and their ramification; in preparing routine reports; in determining property values; ability to perform research in field to locate property boundaries and document existing physical features of property.

MINIMUM EDUCATION AND EXPERIENCE:

Completion of the core curriculum for an associate's degree in engineering, business or related field and two years of experience in civil engineering, business, real estate or related field; or an equivalent combination of training and experience. Must possess a valid vehicle operator's license.

ADDITIONAL REQUIREMENTS:

None.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
